

**SANGAM (INDIA) LIMITED**

**POLICY FOR PRESERVATION OF DOCUMENTS**

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### **POLICY FOR PRESERVATION OF DOCUMENTS**

#### **1. PREAMBLE**

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [hereinafter referred to as “SEBI (LODR) Regulations” or “Regulations”] requires every listed company to have a policy on Preservation of Documents / records maintained by the Company either in Physical Mode or Electronic Mode.

#### **2. SCOPE**

This policy shall govern the maintenance and preservation of documents as per applicable statutory and regulatory requirements.

#### **3. OBJECTIVES OF THE POLICY**

The main objective of this policy is to ensure that all the statutory documents are preserved in compliance with the Regulations and as per Policy framed in compliance with the Regulations and to ensure that the records no longer needed or are of no value are discarded after following the due process for discarding the same.

The major objectives of the policy are:

- Identification of statutory registers and other records of the Company which are required to be preserved.
- Identification and categorisation of the statutory registers and other records to be maintained either for eight years or permanently.
- Decide whether the statutory records and documents are to be preserved in physical form or in electronic form.
- After completion of 8 years, for the statutory documents which are to be preserved for 8 years only may be disposed of as per the guidelines of the Policy or as decided by the Board of Directors at that time.
- Aiding employees of the Company in understanding their obligations in retaining and preserving the documents and records.

#### **4. DEFINITIONS**

1. **“Act”** means the Companies Act, 2013, Rules framed thereunder and any amendments thereto;
2. **“Regulations”** means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto;
3. **“Company”, “This Company”, “The Company”, “Company”** wherever occur in the policy shall mean “Adani Green Energy Limited”.
4. **“Current”** means running matter or whatever is at present in course of passage.
5. **“Board of Director” or “Board”**, means the collective body of the Directors of the company;
6. **“Policy” or “This Policy”** means, “Policy on Preservation of Documents.”
7. **“Maintenance”** means keeping Documents, either physically or in Electronic Form.
8. **“Preservation”** means to keep in good order and to prevent from being altered, damaged or destroyed.
9. **“Electronic Form”** means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

#### **Interpretation**

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

#### **5. GUIDELINES**

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, provides that the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows –

- A. documents whose preservation shall be permanent in nature;
- B. documents with preservation period of not less than eight years after completion of the relevant transactions.

Accordingly, the company has classified the preservation of documents to be done in the following manner:

- i. documents that needs to be preserved and retained permanently;
- ii. documents that needs to be preserved and retained for a period of 8 years as specified under the Companies Act, 2013 or SEBI (LODR) Regulations;
- iii. documents that need to be preserved and retained for such period as prescribed under any statute or regulation as applicable to the Company.
- iv. where there is no such requirement as per applicable law, then for such period as the document pertains to a matter which is “Current”.

An indicative list of the Documents and the time-frame of their preservation is provided in Annexure- I.

## **6. MODES OF PRESERVATION**

The Documents may be preserved in:

- a) Physical form; or
- b) Electronic Form.

The official of the Company required to preserve the document shall be Authorised Person who is generally expected to observe the compliance of statutory requirements as per applicable law.

The preservation of documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the documents.

The preserved documents must be accessible at all reasonable times. Access may be controlled by the concerned Authorised Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

### **Destruction of documents**

The documents of the Company which are no longer required as per the time schedule prescribed in the Annexure A may be destroyed. The concerned officer may direct employees in charge from time to time to destroy the documents which are no longer required as per the documents Preservation Schedule given under Annexure A. The details of the documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the documents in the format prescribed at Annexure B. The entries in the register shall be authenticated by the Authorised Person.

### **7. POLICY REVIEW**

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

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**Annexure-1**

**DOCUMENTS - PRESERVATION SHALL BE PERMANENT IN NATURE**

<b>S. No.</b>	<b>Nature of Documents</b>
1.	Copies of all documents and information as originally filed relating to incorporation of the Company.
2.	Statutory Registers required under applicable laws
3.	Share certificate forms and related books and documents – Disputed cases
4.	Minutes of General Meeting/resolutions passed by postal ballot, Board Meetings, Committee Meetings and resolutions passed by circulation.
5.	Statutory Forms and disclosure
6.	Register and Index of Members
7.	Scrutinizers Reports
8.	Common Seal
9.	Attendance Register of General Meetings, Board and committee Meetings
10.	Material Agreements
11.	Certificates issued by Registrar of Companies, Any court order/CLB/NCLT order etc.
12.	Annual Reports
13.	Auditors reports received from Statutory Auditors/Secretarial Auditors/Internal Auditors.
14.	Copy of Memorandum & Articles of Association
15.	Disclosures received by the company under the SEBI (Substantial Acquisition of Shares and Takeover) Regulations, 2011.
16.	Documents to be filed with Registrar of Companies under Companies Act, 2013/1956.

**Annexure- 2**

**DOCUMENTS WITH PRESERVATION PERIOD OF NOT LESS THAN EIGHT YEARS  
AFTER THE COMPLETION OF THE RELEVANT TRANSACTIONS**

<b>S.No.</b>	<b>Nature of Documents</b>
1.	Books of Accounts
2.	Annual Returns
3.	Board Agenda and supporting documents
4.	Office copies of Notice of Board Meetings, General Meetings and Committee Meetings, Notes on Agenda and other related papers
5.	All notices pertaining to disclosure of interest of directors
6.	Instruments creating a charge or modification
7.	Attendance slips for Annual General Meeting/ Extra Ordinary General meeting
8.	Dividend Payment Records
9.	All documents required to be filed under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.
10.	Any other register /documents required by any law, for the time being in force.